Public Service Commission

Annual Report for 2014-15

saskatchewan.ca

Government of Saskatchewan

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Letters of Transmittal

The Honourable Don McMorris
Minister Responsible for the Public Service Commission

Her Honour, the Honourable Vaughn Solomon Schofield,
Lieutenant Governor of Saskatchewan

May it Please Your Honour:

In accordance with Section 37 of *The Public Service Act, 1998*, I respectfully submit the annual report of the Saskatchewan Public Service Commission for the fiscal year ending March 31, 2015.

The 2014-15 Annual Report demonstrates progress towards commitments that relate to the Public Service Commission as of March 31, 2015. This report also provides progress on key strategic themes and actions designed to ensure the Government of Saskatchewan has the workforce it needs to deliver on its priorities.

The Government of Saskatchewan was named one of Saskatchewan's Top Employers for the fifth year in a row, as well as one of Canada's Top Diversity Employers for 2015.

The initiatives pursued in 2014-15, and the results achieved, are communicated to the legislature and to Saskatchewan citizens through this report.

The Honourable Don McMorris
Minister Responsible for the Public Service Commission

Cheryl Senecal
Chair, Public Service Commission

The Honourable Don McMorris,
Minister Responsible for the Public Service Commission

I have the honour of submitting the annual report of the Saskatchewan Public Service Commission for the fiscal year ending March 31, 2015.

I acknowledge responsibility for this report and provide my assurance with regards to the accuracy, completeness and reliability of the information contained within this report.

I also accept responsibility for the financial administration and management control of the Public Service Commission.

The Commission's main accomplishments include: implementation of an Executive Government employee learning management system (Learn); development of a health and safety plan; and development of a disability employment action plan.

The Public Service Commission will continue to provide the best possible service to all employees of the Government of Saskatchewan and to the citizens of our province.

Cheryl Senecal
Chair, Public Service Commission

Government of Saskatchewan

Introduction

This annual report for the Public Service Commission (PSC) presents results on activities and outcomes for the fiscal year ending March 31, 2015. It reports to the public and elected officials on public commitments made and other key accomplishments of the PSC.

Results are provided on publicly committed strategies, actions and performance measures identified in the 2014-15 Plan. The report also demonstrates progress made on Government commitments in the Government Direction for 2014-15: Steady Growth, the Saskatchewan Plan for Growth – Vision 2020 and Beyond, throne speeches and other commitments and activities of the PSC.

The annual report demonstrates PSC's commitment to effective public performance reporting, transparency and accountability to the public.

In 2014-15, the Public Service Commission underwent an organizational renewal aimed at aligning resources to strengthen services provided to our clients. The new structure will enable the PSC to:

- Operate more strategically to address government's current and future human resource challenges;
- Optimize resources to focus on client needs; and
- Create a structure that reflects a smaller footprint.

Alignment with Government's Direction

The Public Service Commission's activities in 2014-15 align with Government's vision and four goals.

Our Government's Vision

A strong and growing Saskatchewan, the best place in Canada – to live, to work, to start a business, to get an education, to raise a family and to build a life.

Government's Goals

- Sustaining growth and opportunities for Saskatchewan people.
- Meeting the challenges of growth.
- Securing a better quality of life for Saskatchewan people.
- Delivering responsive and responsible government.

Together, all ministries, commissions, and agencies support the achievement of Government's four goals and work towards a secure and prosperous Saskatchewan.

Commission Overview

The Public Service Commission is the central human resource agency for the Government of Saskatchewan. The Commission provides leadership and policy direction to all ministries in order to enable a high-performing and innovative, professional public service. The Commission works with ministries to ensure effective workforce management by supporting delivery of foundational services such as staffing and classification, and strategic support including labour relations and organizational development.

The PSC supports Public Service Renewal through many of its government-wide initiatives, a few of which include: Our Commitment to Excellence; the Corporate Mentorship Program; strategic workforce planning; as well as, through the PSC's use of Lean methodology and program reviews.

Organizational Structure

The PSC was previously organized into six functional areas: Corporate Human Resource and Employee Relations; Human Resource Client Service and Support; Employee Service Centre; Central Organizational Effectiveness; Corporate Services; and Communications. As part of PSC's renewal, the functional areas have been restructured into the following five functional areas:

Employee Relations, Policy and Planning

Employee Relations, Policy and Planning represents the government and certain agencies in the negotiation of collective agreements with bargaining agents. This division provides labour relations services to management, as well as develops and administers compensation and benefits systems and policies for the public service. This division leads the development and implementation of government-wide human resource strategies and policies and provides legislative services to the PSC. Employee Relations, Policy and Planning also leads corporate health, safety and wellness initiatives, assists workplaces to manage disability and health-related absences, and supports the Employee and Family Assistance Program.

Human Resource Client Service and Support

Human Resource Client Service and Support provides human resource consulting and advisory services to all ministries. These services include recruitment, assessment and selection of candidates for public service employment, and classification of jobs by applying standard evaluation criteria. This division coordinates and delivers corporate organizational effectiveness initiatives, organizational development consulting services and assists ministries with workforce planning. Human Resource Client Service and Support develops corporate programming to build leadership, management and organizational capacity throughout the public service.

Employee Service Centre

The Employee Service Centre provides human resource benefits and payroll administration services to government. This division is responsible for the design, development, implementation and operation of government-wide human resource information technology systems required for payroll purposes and human resource management.

Business Services

Business Services provides centrally-managed services in the areas of finance, human resource information management, and other operational services, including accommodations and office equipment, required for the delivery of the PSC's mandate.

Communications

Communications manages the strategic communications function for PSC activities and operations, including cross-government projects and initiatives.

Progress in 2014-15

Government Goal: Delivering Responsive and Responsible Government

The PSC contributed to Government's vision and four goals by working to build and maintain a professional public service and a high-performing organization. As a central agency of government, the work of the PSC aligns with the goal of Delivering Responsive and Responsible Government. The Saskatchewan Public Service's vision for Our Commitment to Excellence is to be 'The Best Public Service in Canada'; therefore, the role of the PSC is critical in helping Executive Government accomplish this goal. It is through a strong and high-performing workforce that the Government of Saskatchewan will deliver on its commitments to the people of the province.

The actions and strategies contained in this report reflect PSC-specific results, as well as, service-wide results, depending on the nature of the action taken.

Partner with clients to ensure an inclusive, engaged, productive public service

Results

Provide tools and advice to assist ministries to improve employee engagement.

- Supported ministries to conduct employee surveys and develop action plans to improve engagement and productivity. Created standardized survey questions, which align with national benchmarks, and began the development of a standard process to conduct corporate analysis to better inform and prioritize potential government-wide initiatives to address challenges.
- Implemented a standardized government-wide on-line Exit Survey, strengthened corporate data analysis and identified corporate exiting trends to strengthen employee retention. Information and trending gathered will continue to inform interventions and government-wide initiatives to improve engagement and retention.
- Established and supported the development of the Engaging and Developing Government Employees (EDGE) network aimed to increase leadership capacity of young employees and provide opportunities to engage with senior leadership on key issues affecting the public service.
- Initiated government-wide gap analysis to inform the development of an Employee Recognition Framework aimed at strengthening recruitment, retention, engagement and performance in the Government of Saskatchewan. The Framework will be finalized with implementation to begin in 2015-16.
- Prioritized Work and Learning Plans for Government of Saskatchewan employees as a mechanism to improve performance and development; undertook an audit of in-scope Work and Learning Plans with five ministries to identify areas for corporate improvement.

Begin implementation of the Enterprise Learning Management System (Learn) to enhance employee access to learning and development.

- Rolled out Learn to approximately 8,000 employees throughout 10 ministries. Learn provides automated approvals, online learning opportunities and tracking of employees' learning and development to help ensure government employees have the skills they need to serve citizens.
- Increased educational opportunities through the provision of corporate e-learning courses focusing on course content to strengthen leadership, employee performance and reducing risks for Government of Saskatchewan employees.
- Investments in service-wide learning and development as of March 31, 2015 was 0.82 per cent of payroll; 0.18 per cent below the 2015 target of 1.0 per cent of payroll.

Provide ministries with flexible solutions to strengthen the employee staffing process.

- Designed the "Voice of the Client" staffing survey to obtain client feedback immediately following each staffing action. This data will be used to identify responsive corrective actions to strengthen the staffing process.

Guide the development of a Corporate Health and Safety Plan, which supports ministries to effectively manage health and safety risks.

- Provided responsive services for Government of Saskatchewan employees by creating an Integrated Health and Wellness Unit for oversight of the Employee and Family Assistance Program, Disability Management and Return to Work.
- Facilitated the development of a Corporate Health and Safety Plan through leadership at the government-wide Safety Champion Council. Eighty-eight per cent of ministries have developed and implemented plans to promote health and safety goals resulting in an 11 per cent reduction in government-wide injury rates since 2012-13 (baseline data).
- As part of the Executive Government Occupational Health and Safety Plan, the PSC coordinated and provided monthly safety messages to reinforce year-round safe practices to Government of Saskatchewan employees. There has been a service-wide reduction of time loss due to injury of 5,235 days since March 31, 2013.
- Began initial planning and conducted a Request for Proposal for implementation of a Disability Management Program Pilot in four ministries. The program will focus on early intervention and improved return to work practices.

Provide corporate support to enable ministries to continue to build an inclusive workforce.

- The Government of Saskatchewan was named one of Canada's Top Diversity Employers for 2015.
- Began development of a Disability Employment Action Plan for the public service, aligned with the Provincial Disability Strategy, using a government-wide working team. The Action Plan is intended to improve access to, and the experience of employment for persons with a disability within Executive Government. The Action Plan aligns with the Government of Saskatchewan's Provincial Disability Strategy. This Action Plan will help close the gap between the 9.7 per cent Saskatchewan Human Rights Commission goal and the current government-wide representation of 2.6 per cent for persons with a disability.
- Hired four Aboriginal persons into executive positions within the Government of Saskatchewan and supported an engagement process with the Aboriginal Government Employees' Network (AGEN) to gather feedback into retention and professional development needs of Aboriginal employees.
- Prepared to launch a LGBT+ (lesbian, gay, bisexual, transgender people, plus other gender and sexually diverse persons and their allies) employee network in 2015-16 to support, and provide learning and networking opportunities to LGBT+ employees working in the public service.

Performance Measures

Workforce Representation by Diverse Employee Groups

Percentage workforce representation by diverse employee groups								
	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	SHRC Goal*
Aboriginal persons	11.6%	11.8%	12.0%	11.8%	11.7%	11.4%	11.1%	13.1%
Persons with a Disability	3.1%	3.1%	3.0%	3.0%	2.9%	2.7%	2.6%	9.7%
Visible Minority Persons	3.5%	3.6%	3.7%	4.2%	4.3%	3.9%	4.0%	3.8%
Women in senior management	40.1%	37.9%	40.0%	42.4%	40.0%	39.4%	39.7%	47.0%
Women in middle mgmt. & other mgmt. positions	37.5%	39.1%	39.0%	40.7%	42.0%	43.8%	45.0%	47.0%
Youth	13.4%	13.0%	12.8%	13.7%	13.3%	13.3%	13.4%	n/a

Source: Government of Saskatchewan, Multi-Informational Database Application System (MIDAS), March 2009 to March 2015
** Goals are set by the Saskatchewan Human Rights Commission (SHRC)*

This measure reflects Executive Government's ability to attract and retain a workforce representative of Saskatchewan's population, including Aboriginal persons, persons with a disability, visible minority persons, women and youth.

The percentage of Aboriginal persons and persons with a disability decreased slightly. The percentage of youth within the public service increased from 13.3 per cent in 2013-14 to 13.4 per cent in 2014-15. Youth recruitment and retention continues to be a priority for the public service due to the increasing number of retirements that are anticipated over the next decade. As of March 2015, 13.4 per cent of all employees and 6.8 per cent of permanent full-time employees were under 30 years of age, compared with 26.0 per cent of the entire employed provincial population[1].

The percentage of each diversity group[2] is calculated by dividing the number of employees who have voluntarily self-declared within a diversity group (or more than one), by the total number of employees within all assignments in the Saskatchewan public service as of March 31, 2015. For youth, employees under 30 (1,519) are divided by the total number of employees as of March 31, 2015 (11,302).

1. *CANSIM Table 282-0001: Labour Force Survey Estimates, March 2015, Statistics Canada (includes employees and self-employed persons).*
2. *The number of employees in permanent full-time, permanent part-time and non-permanent active assignments, plus the number of employees in active and non-active labour service assignments within a particular diversity group, is divided by the total number of employees within all assignments as of March 31, 2015.*

Performance Measures

Four-Year Retention Rate of New Permanent Full-Time Employees in the Saskatchewan Public Service

Sources: PSC Human Resource Information System, March 2005; Government of Saskatchewan, Multi-Informational Database Application System (MIDAS), March, 2006-15.

The retention rate measures the rate at which the public service retained new, permanent full-time employees over a four-year period and provides insight into the quality of workplace policies and practices, organizational culture and leadership within the public service. The retention rate helps to measure two public service strategies: the extent to which the public service is able to both retain a professional workforce and create a work environment that supports employee engagement.

Over the past year, the retention rate has increased from 50.4 per cent in 2013-14 to 54.7 per cent in 2014-15. There will be a continued focus on initiatives to improve this trend.

This measure is calculated by dividing the number of retained permanent full-time employees (94) for a four-year period (2011-15) by the number of employees hired (172) within the first year of the four-year period (2010-11). A new employee is a new hire with no previous government experience, or one who is returning to work after a break in service of over 180 days.

Government of Saskatchewan

Performance Measures

Employee Separation Rate

Source: Government of Saskatchewan, Multi-Informational Database Application System (MIDAS), March 2009 to March 2015.

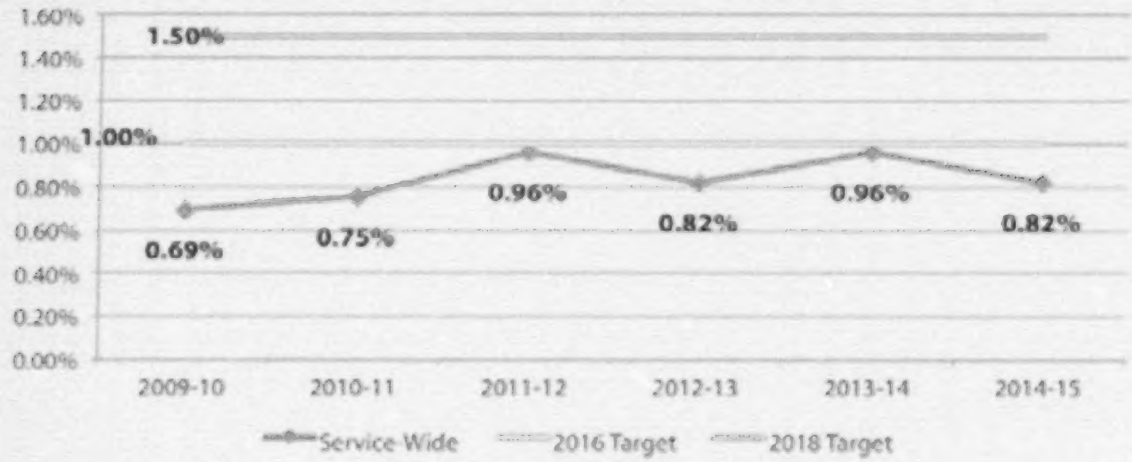
The employee separation rate measures the percentage of permanent full-time employees who leave the public service for voluntary or involuntary reasons. This helps to measure two public service strategies: the extent to which the public service is able to both retain a professional workforce and create a work environment that supports employee engagement.

The separation rate for 2014-15 increased to 8.9 per cent from 7.8 per cent in 2013-14. There was an increase in the number of permanent full-time retirements from 260 in 2013-14 to 312 in 2014-15.

The permanent full-time separation rate measure is calculated by dividing the number of permanent full-time employees who left the public service (728) by the total number of permanent full-time employees (8,201).

Performance Measures

Percentage of Payroll Spent on Direct Learning and Development



Sources: Ministry Year-End Financial Reports for Learning and Development Costs and Finance Entity Costing report for payroll dollars

This measures the amount Executive Government spent on training its employees as a percentage of straight-time annual payroll. The measure provides insight into investment in education, training and development for employees and helps to measure the success of the strategy to drive organizational performance.

Higher public expectations for services, along with changing programs, policy and service delivery models requires employees with the right skills and knowledge to effectively perform the work. Increased investment in learning and development will help engage employees and keep their skills current in order to meet citizen expectations.

In 2014-15, the Saskatchewan Government invested, on average, 0.82 per cent of payroll on learning and development. This investment is lower than the 0.96 per cent investment in 2013-14. In December 2014, the Government of Saskatchewan introduced fiscal restraint, which impacted, among other areas, expenditures for learning and development. The Public Service Commission will continue to support employees to be successful in their roles by providing internal development opportunities, e-training, on-the-job training, mentoring opportunities and corporate development options to move toward the 1.0 per cent of payroll target for 2015-16.

Partner with clients to improve organizational performance

Results

Provide ministries with tools and resources to embed the vision and values of Government's Commitment to Excellence.

- Initiated the development of a government-wide communication strategy to embed Government's values into behaviours in support of a cultural transformation in government.
- Aligned the Government of Saskatchewan's employee orientation program and updated the interview guide questions with the corporate values, to strengthen culture and improve organizational performance.
- Analyzed the impact of *The Saskatchewan Employment Act* and conducted extensive client consultation to determine the most appropriate implementation strategy.
- Successfully negotiated and implemented the CUPE 2012-15 collective agreement and provided leadership and oversight of the collective bargaining for the Human Rights Commission, Water Security Agency and the Cafeteria Board.

Provide targeted supports to enhance leadership and management skills across government that will successfully drive Public Service Renewal.

- Partnered with the Johnson-Shoyama Graduate School (JSGS) of Public Policy to more effectively meet the learning and development needs of Executive Government employees. Piloted a new program offering for middle managers, and increased policy knowledge and certification training for Executive Government employees.
- JSGS Certificates of Completion have been presented to 74 public servants for their participation in the Policy Workshop Series and the Senior Management Development Series in Public Administration.
- Piloted a strategic workforce planning framework to support the Government of Saskatchewan Planning and Accountability Management System with three ministries preparing for government-wide implementation in 2016-17. This process defines and optimizes the workforce that can execute the ministry's current and future strategic initiatives.

Facilitate the implementation of best practices to enhance overall employee performance and accountability.

- Began work on the Performance Improvement Policy, aimed to strengthen overall employee performance and accountability. Full implementation is expected in 2015-16.

Develop a framework to guide the renewal of strategic human resource policy.

- Drafted a plan for the development of a Strategic Human Resource Policy Framework for Executive Government. The policies will lead to improved decision-making; human resource management; consistency and fairness; employee engagement; and culture.

Strengthen the Public Service Commission to provide client service excellence

Results

Determine core business and continue program review to improve client services.

- Completed program reviews of Classification, Long Service Recognition Program, External Agency Collective Bargaining and Benefits Administration to ensure PSC's programs are aligned to government priorities, relevant to client needs, and effective and efficient. As a result: the PSC has introduced ongoing client feedback surveys on the classification process; reduced the administrative responsibilities of the Long Service Recognition Program; and created centralized benefits services.
- Implemented client satisfaction measures for staffing, classification and collective bargaining to agencies, boards and commissions for continuous improvement of service delivery.

Optimize the centralized delivery model to provide client service excellence.

- Implemented a revised organizational structure for the PSC that optimized resources to focus on client needs; created a structure that reflects a smaller footprint; and focused on operating more strategically to address government's current and future human resource challenges.

Enhance payroll and benefit administration to improve client service.

- Modernized and began implementation of employee self-serve options for payroll and benefit information through an employee portal called PSC Client. This allows clients to view personal data and submit changes through electronic forms. Implementation will continue and self-serve options will be enhanced throughout 2015-16.
- Implemented a transaction-based client satisfaction survey for payroll and benefits using the new PSC Client system. Initial results show that client satisfaction is improving.

Implement the PSC's Commitment to Excellence Action Plan.

- Conducted an employee engagement survey and developed baseline benchmark data. Actions are being established and will be implemented to improve employee engagement for the PSC in 2015-16.

Proactively assess and address workplace health, wellness, and safety risks within the PSC.

- Identified a Safety Champion and developed a Health and Wellness Committee to lead the implementation of the PSC Safety Plan. The plan included communication to prevent slips and falls, address ergonomic issues and driving safely in winter conditions.

2014-15 Financial Overview

Summary of Expenditures

For the period ending March 31, 2015, the PSC incurred total expenses of $35.383 million. This represents a variance of $0.792 million under the 2014-15 operating budget of $36.176 million.

The variance primarily relates to salary savings due to vacancies and fiscal restraint.

Programs	(In thousands of dollars) 2013-14 Actual	2014-15 Budget	2014-15 Actual	2014-15 Variance	
Central Management and Services					
Salary	$ -	1,035	1,185	150	1
Operating Expenses	$	4,467	4,348	(119)	2
Sub Total	$	5,502	5,533	31	
Corporate Human Resources and Employee Relations					
Salary	$ 3,187	$ 2,890	$ 2,564	$ (326)	1
Operating Expenses	$ 5,914	$ 422	$ 613	$ 191	3
Sub Total	$ 9,101	$ 3,312	$ 3,177	$ (135)	
Human Resource Client Service and Support					
Salary	$ 12,979	$ 12,827	$ 13,090	$ 263	1
Operating Expenses	$ 1,568	$ 1,662	$ 1,587	$ (75)	2
Sub Total	$ 14,547	$ 14,489	$ 14,677	$ 188	
Employee Service Centre					
Salary	$ 6,528	$ 6,708	$ 6,521	$ (187)	1,2
Operating Expenses	$ 3,492	$ 4,665	$ 4,065	$ (600)	2
Sub Total	$ 10,020	$ 11,373	$ 10,586	$ (787)	
Total Appropriation	$ 33,668	$ 34,676	$ 33,973	$ (703)	
Amortization of Capital Assets					
Capital asset acquisitions	-	-	-	-	
Land, buildings, and improvements	$ 229	220	228	8	
Office and Information Technology	$ 1,277	1,280	1,183	(97)	
Total Amortization Expense	$ 1,506	1,500	1,411	(89)	
Total Expenses	$ 35,174	$ 36,176	$ 35,384	$ (792)	

Explanation of Major Variances (Over $50K):

1. Mid-year reorganization.
2. Expenditure restraint.
3. Increase for non-permanent pension settlements.

Note: During 2013-14 the Public Service Commission's budget was included within the Ministry of Central Services appropriation. The financial table reflects PSC's portion of actual expenditures and budget for that year. Funding for the Central Management and Services subvote was reported by the Ministry of Central Services.

Summary of Revenue

The PSC collects revenue related to the provision of human resource services to external agencies. A summary of the PSC's 2014-15 budgeted revenue compared to actual revenue is presented below.

Programs	(In thousands of dollars) 2013-14 Actual	2014-15 Budget	2014-15 Actual	2014-15 Variance	
Other Revenue					
Casual Revenue	$ 1	$ 10	$ 122	$ 112	1
Previous year Expenditures	$ (30)	-	$ -	$ -	
Sales, Service and Service Fees				-	
All other service fees	$ 48	$ 95	$ 23	$ (72)	2
Total Revenue	$ 19	$ 105	$ 145	$ 40	

Explanation of Major Variances (Over $50K):

1. Reimbursement for benefits portion of Minister's office staff.
2. Reduction in service fees.

FTEs	
Budget	290.1
Total Utilization including Students (10.8)	294.4
Variance	4.3

Explanation of FTE Variance:

Effective March 31, 2015, the PSC utilized 294.4 full-time equivalents (FTEs) throughout 13 office locations. The 2014-15 budget called for 290.1 FTEs resulting in a 4.3 over-utilization of FTEs. The primary reason for the over-utilization of FTEs was due to student hiring of 10.8 FTEs.

Report on Disclosures Made Pursuant to Public Interest Disclosure Legislation

The Act

The Public Interest Disclosure Act (the Act) was proclaimed on September 1, 2011. The purpose of the Act is to enhance confidence in government institutions and the public service by facilitating the disclosure and investigation of alleged wrongdoing in government institutions and to strengthen protection for public servants who disclose. Information on the Act, including a list of designated officers and information on making disclosures and complaints can be found at www.cs.gov.sk.ca/pida.

The Act applies to employees of Executive Government, as well as employees of Crown corporations and other agencies, boards and commissions included under the definition of "government institutions" in *The Freedom of Information and Protection of Privacy Regulations*.

The Act describes a wrongdoing as an act or omission in or relating to a government institution or the public service that the employee believes:

- Is contrary to law;
- Is a substantial and specific danger to the life or health and safety of persons;
- Is a substantial and specific danger to the environment;
- Is gross mismanagement of public funds or public assets; or
- Involves another employee knowingly counseling someone to commit a wrongdoing.

The Role of the Public Service Commission

The Minister Responsible for the PSC is responsible for the Act. The PSC plays a central coordination and advisory role to the designated officers regarding the application of the Act. The PSC is responsible for developing procedures for designated officers to manage disclosures and for educating designated officers accordingly. In addition, the PSC works with Ministry of Justice legal counsel and designated officers when disclosures are received within their organizations to help them manage through the process. The PSC coordinates the appointment of designated officers in all government institutions and is responsible for creating and maintaining *The Public Interest Disclosure Act* web page, which provides general information and resources to all employees, as well as tools and templates for designated officers. The website can be found at www.cs.gov.sk.ca/pida.

The Role of the Permanent Heads

The Act requires the permanent heads/CEOs of government institutions to establish internal procedures for managing disclosures including the appointment of a designated officer from within their government institution.

The Role of the Public Interest Disclosure Commissioner

The Act establishes a Public Interest Disclosure Commissioner as an independent officer of the legislature. The Act provides the Commissioner with the authority to provide education, undertake investigations, make recommendations and initiate systemic reviews when common themes or issues are identified through the complaint process. The Commissioner's website can be found at www.saskpidc.ca.

Making Disclosures

The Act enables disclosure to a designated officer or to the Public Interest Disclosure Commissioner. A link to the disclosure of wrongdoing form can be found at *The Public Interest Disclosure Act* web page.

Making Complaints of Reprisal

The Act also prohibits reprisals (e.g., dismissal, layoff, suspension, demotion, elimination of a job, reprimand) against public servants for making (or seeking advice about making) a disclosure of wrongdoing, participating in an investigation about a wrongdoing or declining to participate in a wrongdoing. Any employee who feels he or she has been the subject of reprisal can make a complaint of reprisal to the Public Interest Disclosure Commissioner, who may undertake an investigation and provide a recommendation to the employee's government institution.

Where to Find More Information on Public Interest Disclosures in the Public Service

Employees and designated officers can find more information about the Act and its procedures, including links to forms and regulations at www.cs.gov.sk.ca/pida.

Annual Reporting (2014-15)

The Act requires the tabling of an annual report by the Minister Responsible for the Public Service Commission on internally handled disclosures from all government institutions. Accordingly, there were no disclosures made in the government institutions in 2014-15. Disclosures made to the Public Interest Disclosure Commissioner are reported in the Commissioner's annual report.

For More Information

If you have questions or comments about this report, we invite you to contact us at:

Communications
Public Service Commission
2350 Albert Street
REGINA SK S4P 4A6
Tel: (306) 787-1173
Fax: (306) 798-5045

For more information on programs, please visit the PSC's website at www.saskatchewan.ca/government/government-structure/boards-commissions-and-agencies

The Public Service Act, 1998, is available at: www.qp.gov.sk.ca/documents/English/Statutes/Statutes/P42-1.pdf

The Public Service Regulations, 1999, are available at: www.publications.gov.sk.ca/details.cfm?p=1368

Government of Saskatchewan

Appendix A: Mandate and Governing Legislation

The Public Service Commission (PSC) is the central human resource agency for the Government of Saskatchewan. The PSC provides leadership and policy direction to all ministries in order to enable a high-performing and innovative public service. The PSC works with ministries to ensure effective workforce management by supporting delivery of foundational services such as staffing and classification, payroll administration, and strategic support including labour relations and organizational development.

The Public Service Commission is responsible for representing the public interest in the administration of *The Public Service Act, 1998*, and *The Public Service Regulations, 1999*. According to Section 3 of *The Public Service Act, 1998*, the purposes of the Act are:

- To maintain an independent and professional public service;
- To facilitate providing quality service to the public in a manner that is responsive to changing public requirements;
- To recruit employees to the public service, and to develop a qualified public service in a manner that fulfills the purposes of the Act;
- To strive to develop a public service that represents the diversity of the people of Saskatchewan; and
- To promote harmonious relations between the Government of Saskatchewan, its employees in the public service and the trade unions that represent those employees.

The Minister Responsible for the Public Service Commission has general responsibility for the PSC, including responsibility for answering questions in the Legislative Assembly. The Minister's legal authority is limited to giving direction to the PSC in carrying out its statutory duties with respect to collective bargaining with trade unions representing government employees.

The Public Service Commissioners are appointed by the Lieutenant Governor in Council and are responsible to effectively carry out the provisions of *The Public Service Act, 1998*.

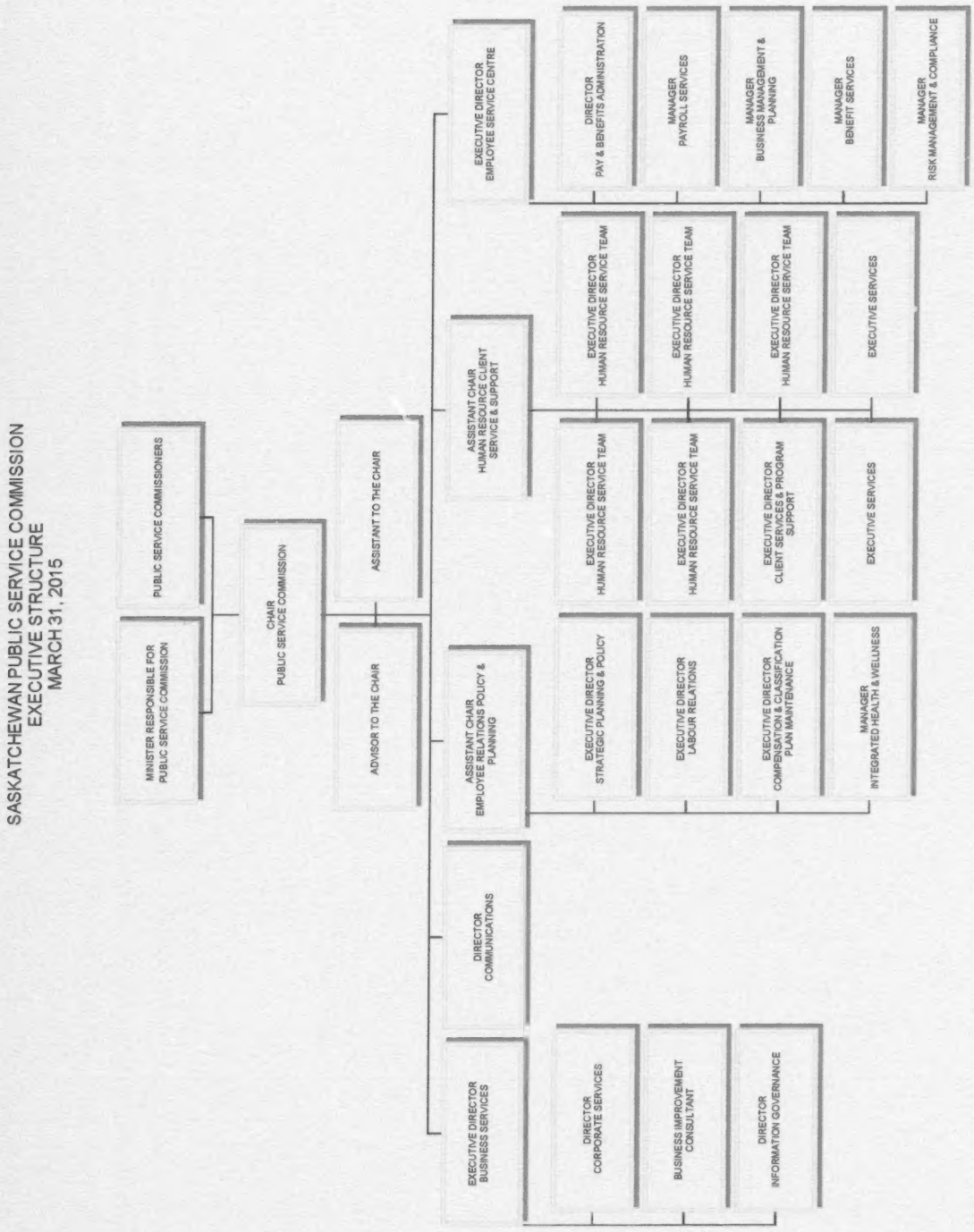
Commissioners have all the powers of Commissioners appointed pursuant to *The Public Inquiries Act*, including the power to administer oaths and declarations, to subpoena witnesses and to compel the production of books, papers and records.

The Chair and other Commissioners have exclusive statutory duties respecting all human resource matters laid out in the Act.

Appendix B: Public Service Commissioners

Cheryl Senecal, Chair	Regina
Philip Benson	Regina
Allan Higgs	Regina
Richard McKillop	Regina
Nancy Croll	Regina

Appendix C: PSC Organization Chart – March 31, 2015


SASKATCHEWAN PUBLIC SERVICE COMMISSION
EXECUTIVE STRUCTURE
MARCH 31, 2015
MINISTER RESPONSIBLE FOR PUBLIC SERVICE COMMISSION
PUBLIC SERVICE COMMISSIONERS
CHAIR PUBLIC SERVICE COMMISSION
ADVISOR TO THE CHAIR
ASSISTANT TO THE CHAIR
EXECUTIVE DIRECTOR BUSINESS SERVICES
DIRECTOR COMMUNICATIONS
ASSISTANT CHAIR EMPLOYEE RELATIONS POLICY & PLANNING
ASSISTANT CHAIR HUMAN RESOURCE CLIENT SERVICE & SUPPORT
EXECUTIVE DIRECTOR EMPLOYEE SERVICE CENTRE
DIRECTOR CORPORATE SERVICES
BUSINESS IMPROVEMENT CONSULTANT
DIRECTOR INFORMATION GOVERNANCE
EXECUTIVE DIRECTOR STRATEGIC PLANNING & POLICY
EXECUTIVE DIRECTOR LABOUR RELATIONS
EXECUTIVE DIRECTOR COMPENSATION & CLASSIFICATION PLAN MAINTENANCE
MANAGER INTEGRATED HEALTH & WELLNESS
EXECUTIVE DIRECTOR HUMAN RESOURCE SERVICE TEAM
EXECUTIVE DIRECTOR HUMAN RESOURCE SERVICE TEAM
EXECUTIVE DIRECTOR CLIENT SERVICES & PROGRAM SUPPORT
EXECUTIVE SERVICES
EXECUTIVE DIRECTOR HUMAN RESOURCE SERVICE TEAM
EXECUTIVE DIRECTOR HUMAN RESOURCE SERVICE TEAM
EXECUTIVE DIRECTOR HUMAN RESOURCE SERVICE TEAM
EXECUTIVE SERVICES
DIRECTOR PAY & BENEFITS ADMINISTRATION
MANAGER PAYROLL SERVICES
MANAGER BUSINESS MANAGEMENT & PLANNING
MANAGER BENEFIT SERVICES
MANAGER RISK MANAGEMENT & COMPLIANCE

Government of Saskatchewan

Appendix D: Transferred or Excluded Positions

In accordance with the provisions of Section 31 of *The Public Service Act, 1998*, a list has been prepared of positions which have been transferred to the unclassified division of the public service or excluded from the operation of the Act. During the 2014-15 fiscal year, 33 positions were transferred or excluded, as follows:

MINISTRY	POSITION	NUMBER
Central Services	Acting Deputy Minister (DM3)	1
Education	Associate Deputy Minister (DM2)	1
Executive Council	Deputy Minister of Education	1
	Digital Channel Manager (MCP6)	2
	Digital Producer (MCP5)	1
	Procurement Specialist (MCP2)	1
Information & Privacy Commissioner	Early Resolution Officer (MCP5)	2
	Administrative Assistant (MCP3)	1
Justice and Attorney General	Associate Deputy Minister of Corrections & Policing (DM2)	1
	Crown Counsel	8
	Student-at-Law	10
	Judicial Assistant (MCP2)	2
	Registrar's Administrative Assistant/Deputy Registrar (MCP2)	1
	Desktop Support Analyst	1
TOTAL		**33**